

For: FAS, RMA, and FSA Offices

Removing “Penalty for Private Use \$300” Statement From Envelopes

Approved by: Deputy Administrator, Management



1 New Envelope Formats

A Background

Notice AS-2051 notified offices that all Federal agencies using official (penalty) mail must convert to commercial mail by October 1, 2003. This conversion will affect the use of the wording “Penalty for Private Use \$300” on Agency envelopes.

B Purpose

This notice provides a standard format for all envelopes printed in FFAS offices.

C Using Stocks of Penalty Mail Envelopes

The U.S. Postal Service will provide offices a grace period of one year to use up stocks of penalty mail envelopes.

D Envelope Format Examples

Offices shall **not** order envelopes with the statement “Penalty for Private Use \$300”.

Exhibit 1 contains examples of general office use envelopes and the CCC check envelope. Offices may order other types of envelopes but must use the address format provided in these examples. 5-AS will be updated accordingly.

Note: On the return address, USDA Service Centers shall be referred to by the name of the town or city in which the Service Center is located. The FSA office name will be printed below the Service Center name. See Exhibit 1.

Disposal Date

April 1, 2004

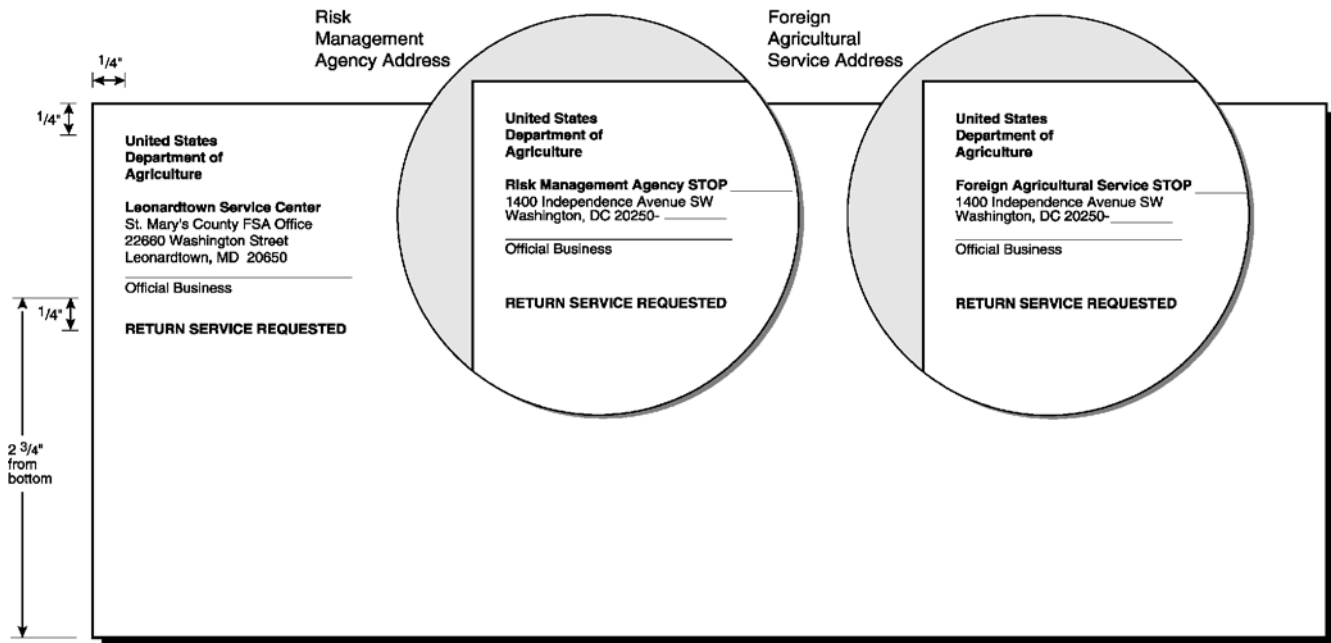
Distribution

All FAS, RMA, and FSA Offices; State Offices relay to County Offices

Example of Envelope Formats (Continued)

A Example of Letter-size Nonwindow Envelope

The following is an example of a letter-size nonwindow envelope.



Letter Size Non-Window Envelope - Style 192-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S)

Must have a minimum of 1/4" clearance between all text and the edges of envelope.

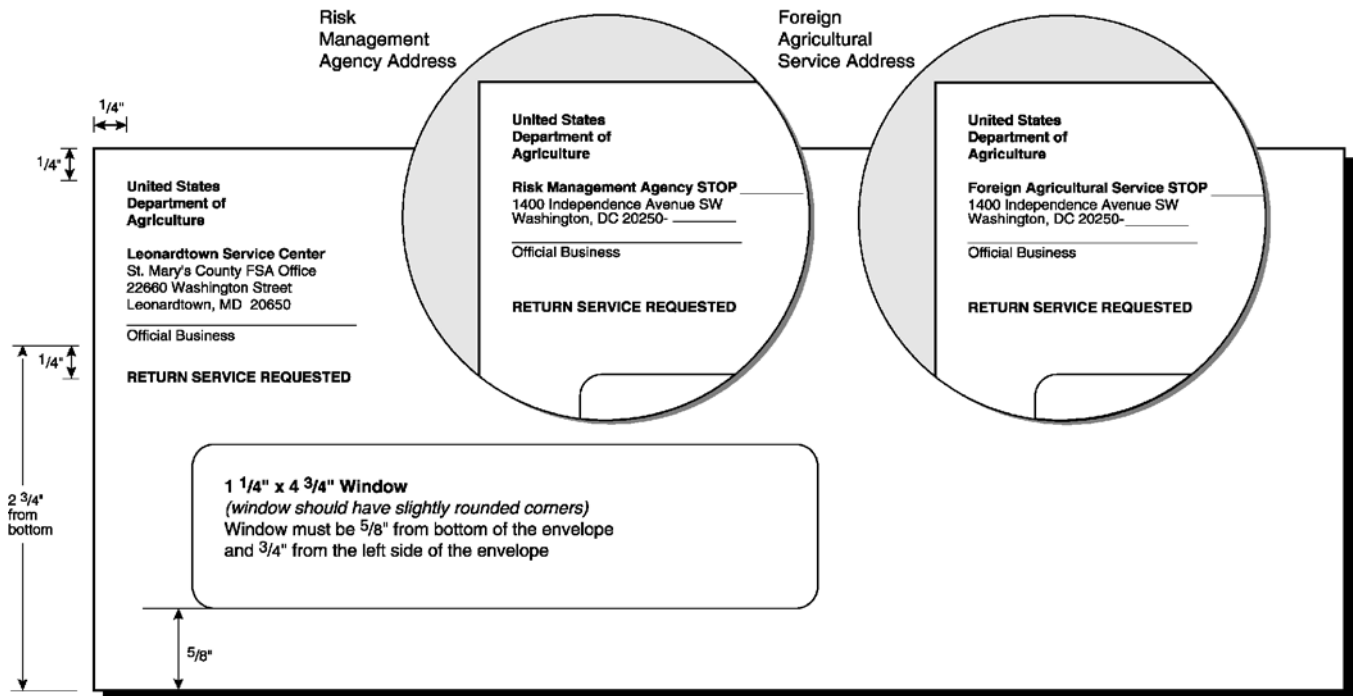
Must have a minimum 1/4" clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

Example of Envelope Formats (Continued)

B Example of Letter-size Window Envelope

The following is an example of a letter-size window envelope.



Letter Size Window Envelope - Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S)

Must have a minimum of 1/4" clearance between all text and the edges of envelope.

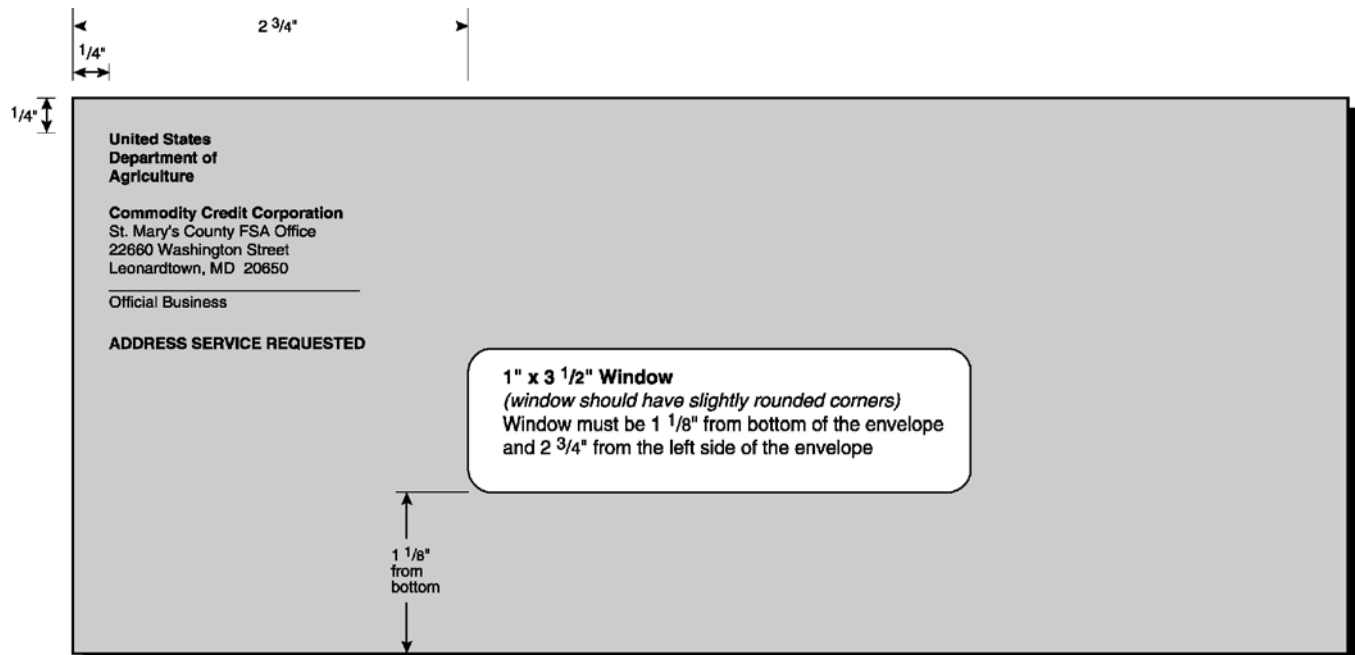
Must have a minimum 1/4" clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

Example of Envelope Formats

C Example of CCC Check Envelope

The following is an example of a CCC check envelope.



CCC Check Envelope - Style 407 ($3\frac{7}{8} \times 8\frac{7}{8}$ inch; Brown, Printed, Window)

Must have a minimum of $\frac{1}{4}"$ clearance between all text and the edges of envelope.

Must have a minimum $\frac{1}{4}"$ clearance on all sides of the endorsement (ADDRESS SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.